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Tender

Research Ethics Management System

ASTON UNIVERSITY

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-026106

Procurement identifier (OCID): ocds-h6vhtk-051ff4 ([view related notices](#))

Published 23 May 2025, 12:04pm

Scope

Reference

1109

Description

Aston University is seeking proposals from Suppliers who are able to provide a Research Ethics Management System suitable for use within a Higher Education Environment.

The Research Integrity Office (RIO) are responsible for ethics evaluation of research projects across the following stakeholder groups:

- Research active staff.
- Postgraduate Researchers (PGRs).
- UG/PG taught students.

Ethics management consists of entirely manual processes involving email, MS Word, and MS Excel, delivered by three people.

The RIO is a small team for the workload, smaller than equivalent teams at other institutions. Whilst the team has grown, so has the complexity and volume of their workload. With the workload demand of the current process, there are not enough reviewers in the Colleges.

With this manual and unsustainable way of working, process reengineering is required with proactive and compliant solutions to allow staff to manage the ethics approval process, in an efficient environment where there is positive sentiment and an understanding of the consequences and the broader context of ethical approval.

Proposals will also include ongoing hosting and maintenance provision.

The full specification is available as part of the procurement documents available through Aston's e-tendering portal.

Total value (estimated)

- £215,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 31 July 2025 to 30 July 2028
- Possible extension to 30 July 2030
- 5 years

Description of possible extension:

The initial contract period will be for 3 years with the option to extend for a further 2 years, based on 2 x 12 month periods.

Any subsequent extension to the contract will be agreed between Aston and the Supplier. It is likely that Aston will seek the Supplier to demonstrate improvements and/or price reductions before considering an extension. For any extension(s) to the contract, discussions with the Supplier shall be conducted sufficiently far in advance of the contract

expiry date to arrive at an agreed position.

Main procurement category

Services

CPV classifications

- 72260000 - Software-related services

Contract locations

- UKG31 - Birmingham

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

10 June 2025, 12:00pm

Tender submission deadline

17 June 2025, 12:00pm

Submission address and any special instructions

Submissions must be made via our e-tendering portal ProContract. Suppliers will need to register to gain access to the project using the following url address -

<https://procontract.due-north.com/Opportunities/Index?v=2>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

9 July 2025

Recurring procurement

Publication date of next tender notice (estimated): 31 March 2029

Award criteria

Name	Type	Weighting
Functional and Non-Functional Quality Requirements		70%
Pricing and Milestones	Cost	30%

Other information

Description of risks to contract performance

Dependency on third-party data integration timelines that result in delays beyond the control of the project team. This may trigger the need to adjust deliverables, requirements etc.

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Technical specifications to be met

<https://procontract.due-north.com/Opportunities/Index?v=2>

Suppliers are required to submit their tender response on our e-tendering portal ProContract. Suppliers must first register on the ProContract portal to enable access to the tender documentation. Please use the following URL <https://procontract.due-north.com/Opportunities/Index?v=2>

Contracting authority

ASTON UNIVERSITY

- Companies House: RC000904
- Public Procurement Organisation Number: PTLB-7496-TPTR

Aston University

Birmingham

B4 7ET

United Kingdom

Contact name: SHIRLEY O'REILLY

Email: s.a.oreilly@aston.ac.uk

Website: <https://www.aston.ac.uk/>

Region: UKG31 - Birmingham

Organisation type: Public authority - sub-central government

